



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 12, 1976	1. Agency Address Georgia Department of Human Resources Division of Mental Health and Mental Retardation - Room 534-H 47 Trinity Avenue, S. W. Atlanta, Georgia 30334	Application Number 76-290	
Application Number DHR-86		Date Received JUL 12 1976	Date Completed AUG 19 1976
2. Person to Contact Mr. Charles Braden		Working Title Division RMO	Telephone Number 656-4908
3. Action Requested (Agency-Wide Common Standard) a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1968	Latest to date	5. Records Series Title (followed by title used in office; if different) Patient Statistical Report Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health and Mental Retardation administers the mental health, mental retardation and other developmental disabilities, alcohol and drug abuse, and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers. Georgia's Regional Hospitals (State-financed Institutions and Medical Centers) provide localized care for old people and their diseases; alcohol and drug abuse clients; mentally ill, retarded and emotionally disturbed people; conduct training and education for persons who work in the various programs of mental health; and carry out research with the objective of determining the causes and possible cures of mental illness.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: accounting for patients in State - financed institutions. Included are: computer printouts: Daily Patient Listing which shows patient name, number, chart no., status since given date, county of patient's residence, admission date, patient's birth date, type of commitment and date commitment ended; Daily Movement Report shows any change in status for patients, such as patients admitted, patients discharged, patients transferred to different unit, patients returned who had been away from the institution without permission; Daily Summary Sheet show information by unit as to how many beds, patients registered, how many patients on ward, number of night patients, day patients, out patients, and patients are absent without authorization; Monthly Workload Report shows by unit: Residents at beginning of month, additions, transfers, separations, end File is arranged: /of month residents and summary information from daily reports & monthly averages. Daily according to name of report.			
8. Daily Reference Rate How often are records referred to which are: One to six months old <u>constantly</u> Seven to twelve months old <u>constantly</u> Thirteen to twenty-four months old <u>constantly</u> twenty-five months and older <u>constantly</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>36" - 3</u> ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Georgia Health Code 88-502.10 Confidentiality of patient records
X		c. Is this a vital record?
		d. Does this series have historical or long term research value? Annual Statistical Report -see retention
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|---------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years.* |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

* See retention in item 12

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Magnetic Tape

Updated as required - held permanently by DOAS.

Printouts - received daily, monthly, or quarterly.

Daily Census Reports
(Movement - Statistical Listings)

Monthly Statistical Summary

Annual Statistical Report

Patient Listings, Locations, and
Reference Files

Cut off file monthly; hold in current files area or local holding area 3 years; then destroy.

Cut off at the end of each fiscal or calendar year; hold in current files area or local holding area 10 years; then destroy. Earlier destruction is authorized.

Submit to Superintendent for Subject Files. Destroy reference copies when no longer needed.

Destroy when no longer needed for reference.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles H. Bruden</i>	7/12/76	<i>E. Elizabeth A. Crane WM</i>	7/12/76

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	8-17-76
Secretary of State/Designee	<i>Canell Hart</i>	8-17-76
Attorney General/Designee	<i>[Signature]</i>	8-17-76

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)